



**CATHEDRAL ACADEMY**  
EDUCATING FOR ETERNITY

# Parent/Student Handbook 2016/2017



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## 2016-2017 CATHEDRAL ACADEMY STAFF

### OFFICE TEAM

Chris Bateman.....	Head of Schools
Karen Burns.....	Lower School Principal
Cynthia Crosby.....	Administrative Assistant
Cindy Inabnett.....	Receptionist and Records Clerk
Brian Price .....	Athletic Director
Cindy Woodard.....	Executive Assistant

### TEACHING PROFESSIONALS

Wendy Nichols.....	Kindergarten 4
Madelyn Jackson.....	Kindergarten 4
Christi Hirt.....	Kindergarten 4
Catherine Thomas.....	Kindergarten 4
Whitney Prillaman.....	Kindergarten 5
Heather Moore.....	Kindergarten 5
Peggy Braswell.....	Grade 1
Suzanne Miller.....	Grade 2
Rachel Vincent.....	Grade 3
Gina Goodwin.....	Grade 4
Nicole Ranson.....	Grade 5
Larkin Giddens.....	PE Lower School
Laura Smith.....	Lower School Library
Tracy Cali.....	Middle School
Chanda Bateman.....	Upper School Science
Pat Braswell.....	Upper School History
Mel Healy.....	Spanish
Ricsha Kinard .....	Upper School English/Bible
Mary Murray .....	Upper School Science
Amy Vetter.....	High School English / College Guidance
Deborah Waters.....	Upper School Math
Stephen Waters .....	Upper School Bible
Bethany Smith.....	All Levels PE
Amy Brace.....	Special Area
Stephanie Gammons.....	Special Area

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## BRIEF HISTORY OF CATHEDRAL ACADEMY

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Cathedral Academy was founded in 1999 as a ministry of Cathedral of Praise Church. The students enjoy the pursuit of excellence in the school's warm and caring atmosphere. Cathedral Academy is governed by a Board of Directors which is appointed by the management staff of Cathedral of Praise. Mike Lewis, pastor of Cathedral of Praise, is the President of the Board of Directors and the Head of Schools serves as its Chief Executive Officer.

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## STATEMENT OF FAITH

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We believe that Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writings, and that they are of supreme and final authority in faith and conduct.

Accordingly, based on Scripture:

We believe the Bible is the inspired Word of God. We believe there is one God who reveals Himself in three separate and distinct personalities: the Father, the Son, and the Holy Spirit.

- We believe mankind was created good and upright but, by voluntary transgression, fell and is now separated from God, lost, and without hope. We believe Jesus Christ is God in the flesh, fully divine and fully human. We believe that through the shedding of His blood at the crucifixion, Jesus made salvation and His righteousness available to all who will believe, thus bridging the gap between God and mankind.
- We believe Jesus died, was buried, and rose bodily from the dead (The Resurrection). We believe that after The Resurrection, Jesus ascended to the Father and is presently engaged in building Heaven and interceding for people.
- We believe Jesus will return to this earth to take His Church (those who believe in Him) to Heaven and will judge the world. (It is not necessary that we all believe alike concerning whether He is coming before, during, or after the Great Tribulation.)
- We believe salvation comes by repentance for sin and a heartfelt faith in the Lord Jesus Christ, resulting in regeneration of the person. This salvation is entirely by the grace of our Lord, not of works. Works are excluded except as evidence of salvation.
- We believe Water Baptism and the Lord's Supper are the two Ordinances of the Church. We believe Baptism by immersion in water in the Name of the Father, Son, and Holy Spirit is a symbol of identification with Jesus Christ in His death, His burial, and His resurrection. We believe the Lord's Supper is a memorial to the death, resurrection, and Second Coming of our Lord Jesus Christ.
- We believe that all believers should seek, as the early disciples did, to live a life separated from the evils of the world and unto Christ. Their standards of conduct should honor our Lord and His Church.
- We believe the Bible clearly teaches eternal separation from God for the unsaved and eternal glory and service for the saved.

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## CATHEDRAL ACADEMY PHILOSOPHY

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The opportunity for educational training, from kindergarten through high school, is provided from a distinctive biblical foundation and perspective. The true nature of life, the study of every subject, and all extracurricular events are viewed in relation to God and His inerrant Word. Cathedral Academy adheres to a standard of academic excellence in providing an education that honors Christ and reflects a commitment to God's Word. The educational process is measured by the criteria stated in Luke 2:52.

Cathedral Academy's educational process and commitment, both in and out of the classroom, is directed to the development of Christian students to enable them to interpret the different aspects of their educational experience into Christian living. Sharing the gospel to students and parents is an important part of Cathedral Academy's educational experience. The primary goal is to provide an educational opportunity for Christian students, with the students and parents agreeing to comply with the Missions and Beliefs set forth in the Belief Statement. Cathedral Academy is also committed to advancing Christian education in our community and region.

Staff selection is based upon the criteria consistent with promoting the purpose and goals of Cathedral Academy, all the while providing a model for Christian living.

Cathedral Academy follows the premises of "Kingdom Education", a lifelong, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ. Students will think from a biblical worldview as they launch into God's plan and purpose for their lives. Cathedral Academy views Christian education, not as an alternative to public education, but as a biblical mandate and fulfillment of Deuteronomy 6:7-9. Our desire is to "partner with parents" as an extension of the home in the development of students spiritually, academically, physically, and socially.

**Luke 2:52** *"And Jesus increased in wisdom and stature, and in favor with God and man."*

**Deuteronomy 6:7-9** *"And thou shalt teach them diligently unto thy children, and shall talk to them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shalt bind them for a sign upon thine hand, and they shall be as frontlets between thine eyes. And thou shall write them upon the posts of thy house, and on thy gates."*

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## OUR MISSION STATEMENT

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Cathedral Academy partners with families to provide a quality academic, Biblically-based education to equip both parents and students to impact their culture for Christ.

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## OUR VISION STATEMENT

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Cathedral Academy is a Christian school providing Biblically-based education so that future generations will know God's truth, remember His works, and not live by the world's philosophies.

As Cathedral Academy endeavors to fulfill its mission and realize its vision our ministry is characterized by the following school and staff commitments:

***TRUTH***

The Bible is the inerrant Word of God that gives directions in every aspect of life.  
(2 Timothy 3:16)

***CHRIST-LIKENESS***

Whoever claims to live in Him must walk as Jesus did.  
(1 John 2:6)

***CHRISTIAN FAMILY***

The Christian family is God's training ground for preparing generations to know and serve Jesus Christ. (Deuteronomy 6:6-9)

***CHURCH***

The church has been and always will be the instrument of God to fulfill God's purposes on earth. (Acts. 2:42-47)

***QUALITY EDUCATION***

*“Train up a child in the way he should go and when he is old, he will not depart from it.”*  
(Proverbs 22:6)

*“And Jesus grew in wisdom, and stature, and favor with God and man.”*  
(Luke 2:52)

***STEWARDSHIP***

Every aspect of the educational program must be considered a stewardship responsibility from God so that a Biblical legacy will be successfully passed from one generation to the next. (Psalm 78:6)

***SERVICE***

Whoever wants to be great among us must be a servant.  
(Matthew 20:26-28)

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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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1. The Family Educational Rights and Privacy Act of 1974 (Public Law 9-380) is applicable to any school which is the direct recipient of federal funds. This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining a written permission from the "eligible student" - one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student's records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the prescriptions of this law. In order to comply with the prescriptions of this law, Cathedral Academy employs the following policies:
  2. To secure the student's and the family's right of privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
  3. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or adult student desiring to inspect their records shall address the request to the Administration in writing. Such a request must be honored within fifteen days. All tests and evaluations will be translated into meaningful terms and emphasis is to be placed upon the relationship of all known factors influencing the educational development of the student. When actual inspection of a child's file is made, this will be recorded on a log sheet kept at the front of each child's cumulative folders. On this log sheet the following information is to be recorded: date of visit, name of person examining records, name of student's record folder that was examined, initials of personnel handling conference.
  4. The school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form.
  5. According to the law, the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

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## NON-DISCRIMINATORY POLICY

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*Cathedral Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, or extra-curricular and other school-administered programs.*

**SCHOOL HOURS**

**Monday, Tuesday, Thursday, Friday**

K4 - Grade 5 8:00am - 2:45pm; Grades 6-12 8:00am – 3:00pm

**Wednesday Lower and Upper School (K-12) 8:00am – 2:00pm**

**Kindergarten 4-Grade 5**

Classrooms open for students at 7:50 a.m. Students who must come prior to 7:30 will report to the A Building for early arrival, which opens at 7:00 a.m. It is the responsibility of parents to escort their children to the designated area. Children arriving prior to 7:00 a.m. cannot be the responsibility of the school. Extension students are taken to the classrooms at 7:50 a.m. Students arriving between 7:30-7:50 should go directly to the gym where they will be supervised until 7:50 when they are released to go to class.

**Grades 6-12**

Students in these grades who arrive prior to 7:50 must report to the gym for early arrivals. Students should not enter classrooms or remain in parked cars.

Upper School classrooms open at 7:50 a.m.

**SCHOOL CHECK-IN**

A computer located in the hall of C Building will be used for the following:

- Tardy Passes for lower school
- Visitor Sign-In
- Volunteer Sign-In

Please sign-out when you leave if you used School Check-In as a visitor or volunteer.

**TARDY POLICY**

**Tardiness to School**

Students are tardy after 8:00 a.m. Tardy students must report to their respective office before going to class. Three unexcused tardies or 3 unexcused checkouts will equal one unexcused absence. After three tardies, the Office Manager will send a notice to the parents. Acquiring more than fifteen unexcused tardies may cause your child to be retained or required to complete the summer review packet. Tardies accompanied with a doctor's or dentist's note will not be included in this count.

**Upper School:**

5 tardies per semester without penalty (excused or unexcused)

6 through 10 tardies per semester – parent notification and one detention or \$5 per tardy

11 through 15 tardies per semester – parent notification and two days in-school suspension per tardy

More than 15 tardies in a semester will result in a parent meeting and possible expulsion from school.

**Lower School:**

5 tardies per semester without penalty (excused or unexcused)

6 through 10 tardies per semester – parent notification and \$5 per tardy

11 through 15 tardies per semester – parent notification and \$20 per tardy

More than 15 tardies in a semester will result in parent meeting and possible expulsion from school.

**Tardiness to Individual Classes**

Students are expected to be in their seats when the bell rings. Students who are tardy (unexcused) will receive the following per semester:

- 1<sup>st</sup> Tardy - Warning to student from teacher
- 2<sup>nd</sup> Tardy – Warning to student from teacher and parents notified by teacher via email or phone call
- 3<sup>rd</sup> Tardy – Office referral; 1 detention; parents notified
- 4<sup>th</sup> Tardy – Office referral; 2 detentions; parents notified
- 5<sup>th</sup> Tardy – Office referral; In-school suspension for 1 day
- 6<sup>th</sup> Tardy – Office referral; In-school suspension for 3 days
- 7<sup>th</sup> Tardy – Office referral; Parent conference and possible out of school suspension.

## ABSENCE POLICY

*Attendance at CA is based on the premise that children will grow most effectively if they faithfully participate in the school program. The teacher, the students, and the class are penalized by the absence of any student. Therefore, absences are permitted from school only in case of illness, or personal emergency. The school reserves the right to judge the validity of an excuse as given by the parent or guardian. The family of each absentee should contact the school as soon as possible regarding the child's absence.*

### Absences

When an absence is beyond the control of a child or parent, it will be excused only with a written excuse or a phone call from the parents. Such an excuse might be because of personal illness and/or a family emergency. To be counted present for the day, the student must arrive by 11:30 a.m. and remain at school the rest of the day. Students must attend the entire time to be counted present on half days. If a student is sick for three or more days, he must bring a doctor's note verifying his illness. **Students may be excused for other exceptional reasons (i.e. family trips, difficult-to-schedule doctor's appointments, or church youth trips) when the parents have requested permission from the administration at least one (1) week in advance.** Once permission is received, teachers will complete a written list of assignments to be completed by student. Trips that have not received permission as specified will be unexcused.

Middle and high school students must report to the main school office in D Building and elementary school students to the office in C Building to get a readmit slip after any absence. They will not be permitted into class until that is obtained. Any absence not falling within the above guidelines is considered an unexcused absence.

If a student has 18 absences for the school year, of any kind from any class, credit will not be given for that class until all class work is made up and a review packet of essential skills is satisfactorily completed during the summer. The student will be responsible for the cost of the review packet. If a student's absences negatively affect his performance, retention must be considered. Absences at the high school level resulting in credit not being given for a course must be resolved in summer school or retention at the discretion of administration. Tardies are converted to absences according to policy and are counted in this total.

### Explanation of Absences & Make-Up Work

#### Excused absences:

Students are responsible for getting their assignments from their teachers and completing them in the allotted time. If a student is absent due to a planned absence, the student should obtain all of his assignments prior to departure. Students will have one day for each day they are absent to make up any work or tests missed in class, provided the absence is excused. Make-up tests will normally be scheduled before or after school. Students are permitted five pre-approved absences during the school year. Absences exceeding this amount are at the administration's discretion and will most likely be classified as an unexcused absence. Pre-approved absences include but are not limited to family vacation with the student's own family, a church retreat, or a mission trip.

#### Unexcused absences:

Any unexcused absence (i.e. staying home to study, oversleeping, choosing not to come to school, absences without parent or teacher permission) is considered truancy, a major infraction in our school discipline code and will be handled from that standpoint. One unexcused absence per semester will serve as a warning before further disciplinary action is taken by the administration. Unexcused absences are counted with the student's total absences and are recorded on the student report card.

### **Early Dismissal from School**

Students who must be excused early from school for any reason (except for emergencies) must receive permission from the school office. Before they leave, a written note should be brought from their parents or the Office Manager must speak by phone to the parent. The written note or phone call should indicate: 1) the reason for the early dismissal and 2) who will pick up the student. Please note: The guidelines for excused and unexcused absences apply to early dismissals as well. The person who picks the student up must sign them out from the school office and the Office Manager will page the student from class. A student must attend class until 11:30 a.m. to be counted present for the day. A student who must remain in the office until that time will be counted absent.

Please use discretion when checking your child(ren) out early. Each time you do, it causes a disruption to the learning routine. Most appointments can be made after school if you make arrangements early enough. If you must pick your child(ren) up early, arrive before 2:30 p.m. and come to the office to sign them out. The office personnel will call your child(ren) to the front. If you arrive after 2:30 p.m. you MUST go through normal pick-up procedures. You will NOT be allowed to sign them out in the office.

### **Check-ins and Check-outs**

All students who are tardy to school or who have been absent MUST check in through the office before they will be readmitted to class. The Office Manager will determine excused or unexcused absences. All students who have checked out and are returning to school on the same day must check in through the office.

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**A note must be received for each absence.**

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### **Regular Dismissal**

Lower School students leaving campus at the regular dismissal time will be escorted outside to the waiting area for their rides. Upper School students will be dismissed from their class rooms and should go directly to their rides. Students should be alert for their rides and prepared to move quickly and cautiously to load safely without delays.

*The pick-up/drop off line is not a time for parent conferences.*

### **Designated Drivers**

All students not going home with their parents or usual driver must bring a note to their classroom / homeroom teacher. The note must show the date of the pick-up and the name of the person who is authorized to pick-up the student.

### **Permission to Walk Home**

In order to walk home from school, students must bring a note to the school office prior to leaving for home after dismissal. The note should state the length of time the permission covers.

### **Leaving Campus**

Students may not leave campus at anytime without permission of an administrator once arriving on campus. Leaving campus without permission from an administrator or without following procedures will have the consequence of 1 day suspension.

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## DROP-OFF / PICK-UP / TRAFFIC PATTERNS

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### DROP-OFF AND PICK-UP PROCEDURES

Instructional time begins at 8:00 a.m. Therefore, students should be dropped off at least 10 minutes before 8:00 a.m. to allow time for them to get organized and into their seats so that learning can begin at the appointed time.

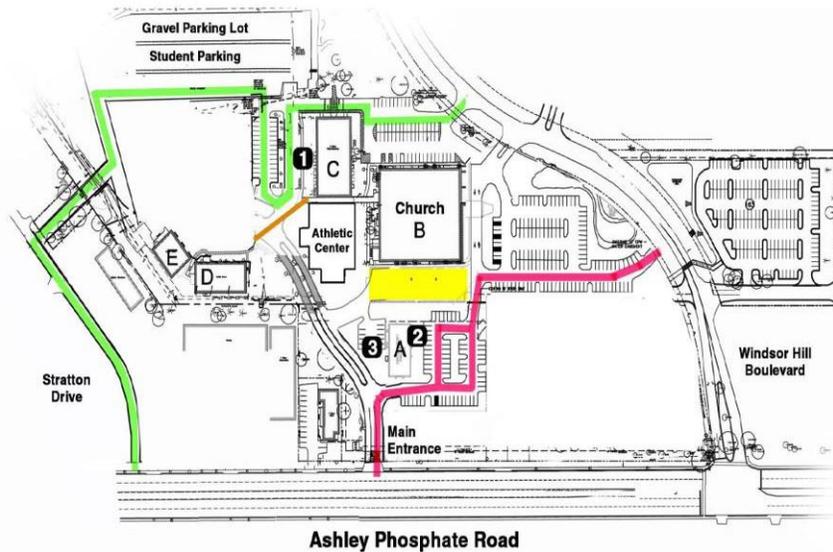
Parents are asked to pick-up students no later than 10 minutes after dismissal unless the student is participating in the Extension Program or an approved extra-curricular activity. **If an approved extra-curricular activity does not begin immediately after dismissal it is the responsibility of the parents to make arrangements for adult supervision.** Students left unsupervised will be placed in Extension and the parents will be charged accordingly. Cathedral Academy cannot be responsible for students at the end of the school day unless they are enrolled in the Extension Services Program.

Car rider ID signs will be provided for each student in kindergarten 4 through grade 5. The sign needs to be visible in the windshield of the vehicle during pick-up time. Students will be released only to those authorized by the parent. Such authorization must be in writing.

Parents must wait in their cars for the children. Leaving vehicles unattended causes unnecessary congestion. The inside of the school buildings need to be clear for orderly dismissal.

### TRAFFIC PATTERNS

Drop-off/pick-up zones are designated. Please park in the designated areas only and do not leave cars unattended in the drop-off/pick-up line. For the safety of our campus, please follow the published traffic flow pattern. Law enforcement may be called if safety is in question.



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|--|--|
| Lower and High School Drop-off & Pick-up | ❶ High School Drop-off & Lower School Drop-off |
| Middle School (Grades 6-8)               | ❷ Middle School Drop-off & Pick-up             |
| ■ No Parking / No Pick-up                | ❸ Extension Drop-off & Pick-up                 |

### PHILOSOPHY

*“Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.”* Romans 12:1-2

There are two primary reasons for a dress code. The first is to insure modesty which the Bible encourages (I Tim. 2:9). The second is to encourage a dignity that is appropriate for the Academy. The dress code of Cathedral Academy impacts our Academy environment every day. The appearance of our students communicates the Christ-centered focus of our Academy and should be a valuable testimony in establishing our reputation as an outstanding Academy with superior students. The dress code is established to provide guidelines for parents and students on appropriate school dress. A well-groomed, attractive student should come to the Academy with an attitude that prepares him for neat, conscientious work. His attire should convey respect for himself, his fellow students, and his teachers.

The Dress Code for Cathedral Academy students is a direct outgrowth of its Mission Statement. As such, the following dress code was carefully formulated and adopted in support of the spirit, the purpose, and the reason Cathedral Academy exists. The dress code applies to students when school is in session on the school campus. Dress for extra-curricular events will be specified for appropriateness.

- Implementation of the dress practice is the responsibility of each parent and child.
- The Cathedral Academy Administration reserves the right to determine the acceptability of students' clothing and/or hairstyles and **that decision is final.**

### DAILY MANDATORY DRESS POLICIES

#### **BOYS**

- ♦ **Pants** – Boys are to wear pants, blue jeans, or knee length shorts. Baggy, too tight, oversized, faded, frayed, and/or torn/holey pants are not appropriate. Pajama style, wind suit pants, and military or hunting fatigues, athletic gym shorts or warm-ups/sweatpants are also not permitted. The waist band of the pants must rest above the hips.
- ♦ **Shirts** – *Graphics or logos, in good taste, are permitted on t-shirts or sweatshirts.* Over-sized t-shirts and tank tops are not allowed. Frayed or torn shirts are not permitted.
- ♦ **Undergarments**—Appropriate undergarments are to be worn at all times and are not to be visible.
- ♦ **Shoes** – Closed-toed shoes or athletic shoes with socks are to be worn at all times by lower school students. Flip-flops and athletic slides in good taste are permitted for upper school students.

- ♦ **Hair** – Hair is to be kept in a conservative style, clearly off the collar, clearly off the eyebrows and clearly no lower than the ear. Hair that is dyed or styled in an extreme manner such as, but not limited to “spiked”, “pony-tailed”, “Mohawk”, “line-cut” or “shaved-clean”, etc. is not permitted. Eyebrows may not be cut or altered. Facial hair is not permitted.
- ♦ **Makeup** – Makeup is not permitted.
- ♦ **Jewelry** – Necklaces may be worn within the shirt collar. Visible body piercing is not permitted. Earrings are not permitted.
- ♦ **Tattoos** – Tattoos, temporary or permanent, should not be visible at any time while at school, or during an athletic event.

#### **GIRLS**

- ♦ **Pants** – Girls may wear modest pants, blue jeans, modest shorts (2” above the knee) or capris that are appropriate in size and fit. Girls are not to wear camouflage, nylon or spandex pants, yoga pants, or overalls. Styles to be avoided include: slim fit, low-cut waist, hip huggers, low riders, pajama style, sweatpants, wind suit pants and

military or hunting fatigues. “Leggings” or “Jeggings” may be worn with a dress or tunic that is appropriate in length (2” above the knee). Fabrics to be avoided include: stretch, knit, jersey, flannel, parachute fabric, and leather. Waist bands must rest above the hips. NO excessively tight or form fitting pants.

- ♦ **Skirts and Dresses** – Skirts must be modest (2” above the knee). Dresses must be modest in length (2” above the knee) and must not expose cleavage.
- ♦ **Blouses and Shirts** – Shirts are to be worn that are modest and appropriate in size and fit. Shirts may be worn tucked in or left out as long as they extend below the waist. *Graphics or logos, in good taste are permitted on t-shirts or sweatshirts.* Athletic jerseys are not allowed at anytime without prior approval of the Head of Schools for special occasions. Over-sized t-shirts and tank tops are not allowed. Frayed or torn shirts are not permitted. No midriff length tops are permitted. Tops are not permitted that expose cleavage, nor are tops permitted that are deemed too tight. Shoulder straps on sleeveless shirts or tank tops must cover the top of the shoulder for upper school students.
- ♦ **Undergarments** – Appropriate, adequate undergarments must be worn at all times and are not to be visible.
- ♦ **Shoes** – Closed-toed or open-toed shoes with a heel strap are to be worn at all times by lower school students. Athletic shoes are acceptable. Platform shoes, including platform tennis shoes and flip-flops with heels are not permitted. Flip-flops and athletic slides in good taste are permitted for upper school students.
- ♦ **Hair** – Hair that is dyed in an extreme manner or styled in an extreme manner such as, but not limited to “spiked”, “mohawk”, “line-cut” or “shaved-clean”, etc. is not permitted. Eyebrows may not be cut or altered in an unnatural manner.

- ♦ **Makeup** – If makeup and nail polish is worn, it should be minimal, in good taste and should not be a distraction. Students may be required to remove makeup or nail polish if requested to do so by the Cathedral Academy administration.

- ♦ **Jewelry** – Jewelry should be modest and tasteful. Pierced ears are allowed (if not to excess, or more than 3 per ear). Other visible body piercing is not permitted.

- ♦ **Tattoos** – Tattoos, temporary or permanent, should not be visible at any time while at school, or during an athletic event.

### **SPIRIT DAY DRESS**

Spirit Dress Days will be held often throughout the school year to promote school spirit. The administration will notify students and families about these special days. All of the modesty guidelines set forth in the school dress policy are in effect during Spirit Dress Days. Spirit Wear purchased through the Spirit Store may be worn at anytime.

### **OUTERWEAR**

Outerwear (jackets, hoodies, sweatshirts, etc.) may be worn over approved clothing so that it may be removed as the weather moderates. *Graphics or logos, in good taste, permitted on outerwear.* Athletic jerseys are not allowed at anytime without prior approval of the Head of Schools for special occasions. Items such as hats, sunglasses, and other decorative outerwear are not to be worn in the buildings at any time.

Outerwear may not replace the need for adhering to the dress code policy, nor may the outerwear violate the spirit of the dress philosophy or dress practice requirements.

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## ELECTRONIC COMMUNICATION DEVICES, CELL PHONES

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### **ELECTRONIC COMMUNICATION DEVICES POLICY AND ENFORCEMENT**

An electronic communications device is defined as a device that emits an audible signal, vibrates, displays a message, or otherwise operates to summon or deliver communication to the possessor (e.g., pagers, cellular phones, laser pointers or any other device that may present a safety concern).

Paging devices may be carried only by those students who are members of response teams or who have personal medical reasons, as certified by a physician.

**No** electronic devices that connect to the internet or take pictures are allowed in Lower school. No lower school students may have cell phones out during school hours or in car line.

Upper school students will be permitted to utilize cellular phones in between classes, at break, and at lunch. Phones must be set to silent and put in a designated container during each class and during chapel/special assemblies. Failure to follow this policy will result in loss of privileges. If you need to contact your child during the school day, please call the school office and a message will be relayed.

Administrators and staff members, along with law enforcement authorities have the right to confiscate electronic communication devices possessed by students in violation of this policy.

1. For the **first violation** of the electronic communications device policy, the staff member observing the violation will confiscate the device and the student will surrender the device to the office during school hours for 5 consecutive school days. Parents/guardians will be notified.
2. On the **second violation** of the electronic communications device policy, the staff member observing the violation will confiscate the device and the student will surrender the device to the office during school hours for 20 consecutive school days and be required to pay a \$25 fine. Parents/guardians will be notified.
3. For the **third violation** of the electronic communications device policy, the staff member observing the violation will confiscate the device and the student will surrender the device to the office during school hours for 40 consecutive school days and be required to pay a \$50 fine. Parents/guardians will be notified.
4. For the **fourth offense** and beyond, the electronic communications device will be surrendered to the office during school hours until the end of the semester but not less than 50 consecutive days, pay a \$100 fine, and suspension from school is possible. Parents/guardians will be notified.

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## INCLEMENT WEATHER AND EMERGENCIES

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### **EMERGENCY PROCEDURE DRILLS**

Students are informed about fire, tornado safety, and other emergency procedures at the beginning of the school year. Drills are conducted throughout the year.

### **EMERGENCY CLOSING OF SCHOOL**

Please listen to the radio or watch television to be notified when school is closed. Announcements are also placed on the school Web site, emailed to families and a message sent to cell phones through Parent Alert.

Announcements will be made on local television and radio stations including:

WCBD Channel 2 884-2222  
WCIV Channel 4 723-4403  
WCSC Channel 5 402-5755  
WTAT Channel 24 *no phone calls*

In the event inclement weather necessitates the closing of the school before the end of the regular school day, the following procedure will be followed:

1. The decision will be made by the Administration.
2. Faculty will be notified. Student drivers will be dismissed, if appropriate under the circumstances.
3. Local radio and TV stations will be notified.
4. Students will be dismissed to their designated driver or individuals indicated on the Authorization for Pickup Form.
5. Alternate arrangements for pickup of students may be arranged by parents. Please call the office.

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## SCHEDULED EVENTS

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### CHAPEL SERVICES

Cathedral Academy provides weekly Chapel services for all students. Through the Chapel services students praise and worship the Lord Jesus Christ. Students and faculty members minister to one another through prayer, music, drama, and a Bible message. Chapel speakers include faculty, staff, students, and outside guests. Parents and family members are encouraged to attend Chapel, and are asked to sign in at the office and sit in the Visitor Area.

### FIELD TRIPS

Field trips are regarded as an extension of the classroom. To participate in a field trip, students must have a signed *Parental Consent Form*. Students are expected to behave in a manner appropriate for the occasion. Students are to remain with their group at all times. Teachers supervise field trips with assistance from parents. Parent sponsors may be asked to help provide transportation.

- Students age 5 or younger or weighing less than 60 pounds must be transported in an approved car seat.
- If space is available, parents who have not been asked to sponsor are welcome to accompany students on field trips.
- There may be a charge for field trips to cover expenses.
- Students and parents should follow the school dress code, unless otherwise notified.
- It is the parent's responsibility to make alternate off-campus arrangements for their child if permission to attend the field trip is not granted or the proper forms are not signed.
- In order for chaperones to give full attention to the class, we ask that younger siblings not accompany a parent chaperone.
- All drivers must submit copies of proof of vehicle insurance and their driver's license.
- A **DMV Drivers Record** must be submitted to be eligible to drive students,

other than your own children, on field trips or for athletic events. K4 students are not allowed to ride with anyone other than their own parents unless accompanied by an approved child care provider.

### FUNDRAISING

Parents are expected to be involved in the fundraising efforts at Cathedral Academy. The funds raised through this means help to enhance the day-to-day life of every student and faculty member by supporting a variety of programs, including academics, faculty development, the arts, athletics, technology, and the library, as well as trying to maintain lower tuition costs. There are two annual major whole school Fundraising efforts: Christmas Tree Sales, and Golf Marathon.

### PARENT LUNCHESES

Parents are welcome to have lunch on campus with their child. Sign-in is required and the lunch schedule must be observed.

### PARTIES

Birthdays: Student birthdays may be celebrated by sharing refreshments with classmates during the lunch period. Please arrange all birthday celebrations in advance with the teacher. Small party favors, if brought to school, must be for the whole class, leaving no one out. Children will not be expected to bring a gift for such functions.

Class Parties: Several parties are planned for students throughout the year including an end of the year party. Parents are expected to assist in the parties and may be asked to help provide refreshments and to chaperone as needed.

Off Campus Parties: Cathedral Academy is not responsible for any party not officially sponsored by the school. Teachers will only hand out invitations if everyone in the class is invited. Also, teachers will not provide contact information for parents concerning parties.

## **OUTSIDE SOLICITATION**

Outside solicitation is prohibited at Cathedral Academy. This policy includes the selling of any item, distribution of political or religious

materials, offering a service or the circulation of petitions.

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## **LIBRARY**

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### **LOAN PERIODS**

K4-2nd grade can check out 1 book for a 2 week period. Grades 3-12 can check out 2 books at a time for a 2 week period. If the Librarian is not in the Library, items can be checked out through the office in D-Building.

Books that need to be renewed must be brought to the library.

### **MAGAZINES**

Magazines may be referenced in the library.

### **LOST LIBRARY BOOKS AND MATERIALS**

Replacement costs will be assessed for lost library books and materials.

### **LIBRARY DEBTS**

All outstanding library debts, including lost books, and materials, must be paid before the school year ends. Final report cards/transcripts will be held until book fees are paid.

### **ADMITTANCE**

A student must have a pass or be with the teacher to visit the library during the school day. Students will not be allowed to leave the library, except to return to class.

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## **OFFICE PROCEDURES**

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### **STUDENT VISITORS**

#### **from other Elementary, Middle or High Schools**

For safety reasons, **ANY** student from another school will not be allowed to visit campus unless visiting as a prospective CA student.

Permission for such is to be granted in advance from the Administration.

The Prospective Student Visitors must fill out the first page of the information sheet from the Student Application.

Student Visitors must check in at the office and receive a visitor's badge to be worn on the outermost shirt or coat and be visible while on campus at all times.

All permitted Student Visitors must observe the rules and procedures of the school, including the dress regulations, as though they were a student.

### **CA GRADUATES**

All Cathedral Academy graduates must check in at the office **and** be cleared by the Administration before being allowed to visit. Such visitations are to be limited to Chapel and not to classes or other parts of the school campus.

### **VISITORS AND VOLUNTEERS**

All visitors including parents, volunteers, and family of staff members must report to the school office to sign-in and sign-out via the School Check-In computer.

Staff members who wish to have relatives visit CA for any extended length of time should clear such with the Head of Schools ahead of time. All visitor regulations will apply including the dress code regulations and teacher code of conduct.

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## **LOST AND FOUND**

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Lost and found items are retained outside of the School Receptionist's Office in Building C, in Building D or in the closet of the Athletic Center. Unclaimed items are sent to charity at the end of the following months: October, December, March, and May.

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## COMPUTER/INTERNET/WI-FI USAGE

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With access to computers and to people all over the world also comes the availability of material that may not be considered of educational value in the context of a Christian school setting. An Internet filtering system as well as monitoring software is in place, and teachers continue to make an effort to select appropriate electronic resources and guide students toward course-appropriate materials. However, on a constantly changing global network, it is impossible to control all materials, and inappropriate materials may still be accessed. **Social networking sites such as Facebook, Pinterest, Twitter, etc. are not permitted on any Cathedral Academy computer.**

Cathedral Academy students using the Internet will do so primarily in computer labs and some limited use in classroom areas where the teachers will be responsible for supervising and orienting students about effective and appropriate use. Students, who wish to use the Internet for independent research when they are not with a class, must do so with a teacher in the room. Personal laptops, I-pads, or other electronic tablets may not be used during breaks, lunch or any other time during the school day without the permission and presence of an instructor.

Listed below are the terms and conditions for acceptable student Computer/Internet/Wi-Fi use at Cathedral Academy:

- I understand that using the Internet/Wi-Fi at Cathedral Academy is a privilege and not a right. If I abuse the privilege, my access to the Internet may be suspended or terminated.
- I understand that Internet access is intended for use with school projects. I will not use the Internet/Wi-Fi for personal or recreational purposes.
- I understand that I may not visit any sites that show inappropriate sexual information, or information that is racist, hateful, and violent in nature or displays un-Christ-like behavior.
- I understand that use of the Internet/Wi-Fi to send or receive personal e-mail is prohibited, except in special circumstances where an instructor has given me permission to access a personal e-mail account for a schoolwork-related reason.
- I understand that I may not use the Internet/Wi-Fi to download or share copyrighted materials.
- I understand that I may not use the Internet/Wi-Fi to participate in chat rooms, bulletin boards, or games.
- I will log on using only my own username and password.
- I understand that I may not change or destroy—or attempt to change or destroy—any network settings on school computers or any other person’s data on the network, nor will I change any default settings: desktop screensaver, etc.
- I understand that I must not reveal my password or those of other students.
- I understand that I am not to use any school computers unless an instructor is present and with his or her permission.
- I understand that all school computers can and will be electronically monitored and/or electronically recorded by Cathedral Academy staff, and there is no expectation of privacy.
- I understand that I may not use personal USB flash drives on school computers without permission from the instructor. The instructor will scan all personal flash drives for viruses.
- I have reviewed these statements with a parent/guardian and agree to abide by them; violations may result in termination or suspension of my access privileges, other school disciplinary actions, and possible appropriate legal action.

### COMMUNICABLE AND INFECTIOUS DISEASES

Cathedral Academy wants to maintain a healthy school environment by taking steps to prevent the spread of communicable diseases. The term “Communicable Disease” means an illness which arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Any student with a communicable disease for which immunization is required or is available, will be temporarily excluded from school while ill and during recognizable periods of communicability. Students with communicable diseases for which immunization is not available will be excluded from school while ill. If the nature of the disease and circumstances warrant, Cathedral Academy may require an independent physician’s examination of the student to verify the diagnosis of communicable disease. Cathedral Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

Any child who is diagnosed as carrying a disease classified as “communicable” is not allowed to become or remain a student at Cathedral Academy as long as the disease is present. Once the school has written verification from a physician that such a child has become disease free, he may be considered for enrollment or re-enrollment at Cathedral Academy. This policy applies to, but is not limited to, all diseases that may be sexually transmitted, including Acquired Immunodeficiency Syndrome (AIDS). For school purposes, any student testing positive for antibodies to the AIDS virus is considered to be infected with the virus. Cathedral Academy believes that these measures serve to minimize the further spread of diseases.

### COMMUNICABLE CHILDHOOD DISEASES

When diagnosed with any of the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

- |                   |              |                     |
|-------------------|--------------|---------------------|
| 1. Chicken Pox    | 6. Pinworms  | 11. Strep Throat    |
| 2. Measles        | 7. Scabies   | 12. Lice            |
| 3. Mumps          | 8. Ringworm  | 13. Mononucleosis   |
| 4. Pneumonia      | 9. Impetigo  | 14. Fifth’s Disease |
| 5. Whooping Cough | 10. Pink Eye | 15. Meningitis      |

### FIRST AID PROCEDURE

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection, up to, and including, CPR.
2. Parents will be notified immediately. If they cannot be reached, efforts will be made to find out which physician is to be secured or where the child should be taken. This information must be completed on the *Emergency Information Card* and will be on file in the school office for each student in case the parents cannot be reached.
3. A representative of the school faculty will stay with the child until the parent assumes responsibility.
4. Internal medication will be given only by or on the order of a physician.

## ILLNESS

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with a fever and/or a contagious illness. Upon return to school, students must bring in a signed note from the parent stating the reason for the absence. It is the policy of Cathedral Academy that a student must stay home with:

1. Fever (24-hours free without medication)
2. Vomiting (24-hours free)
3. Flu symptoms
4. Diarrhea
5. Colored nasal discharge
6. Persistent cough
7. Strep Throat (24-hours on medication)
8. Pinkeye (24-hours on medication)
9. Lice (24-hours on medication)
10. Mononucleosis (until released by physician to return to school)
11. Any other communicable diseases

## IMMUNIZATIONS

South Carolina state law requires Cathedral Academy to have on file current immunization records recorded on SC DHEC Form 2740 and

medical records for each student. It is the responsibility of parents to keep up-to-date records in the school office.

## MEDICAL APPOINTMENTS

If it is absolutely necessary for a student to leave early for a medical appointment, a written request must be sent to the student's

teacher in advance. No student will be released to anyone other than those authorized by the parent.

## MEDICAL EMERGENCY PROCEDURE

Each student's file must include a completed ***Emergency Information Card***. If a child becomes ill at school, the parent will be notified as soon as possible. If the parent cannot be reached, the emergency information will be used. If there is a change in this information, the parent is responsible for

contacting the school office in writing. An emergency contact person and alternate number to call, if you cannot be reached, are very important. Please make sure your emergency contact has written permission to obtain medical treatment for your child in case of an emergency.

## MEDICATION POLICY FOR PRESCRIPTION DRUGS

In order to follow DHEC regulations, we can only accept medication that is in an appropriately labeled prescription bottle. Medications must be brought to the school by the parent in the original containers with original labels intact. (Most pharmacies will divide medications and provide additional containers upon request for this purpose.) Over-the-counter (OTC) medication, including Tylenol, cannot be administered without a prescription label and must be administered by a member of the faculty/staff.

1. The parent must furnish the medication.
2. The parent must complete a ***Medication Release Form*** indicating the date, dosage, and time to be administered.
3. Students may not carry prescriptions or OTC medications on their person without expressed written permission from their physician, parents, and the administration. (Example: inhalers and epi-kits.)
4. A form, available in the school office, must be filled out by the Physician before medicine can be administered.

### **AFTER CLASS HOURS ON CAMPUS**

Cathedral Academy encourages student participation at school-sponsored activities; however, the school cannot be responsible for students after the official school hours.

Students who remain on campus for a specific school event or activity must remain at the site of the activity for safety and security reasons. Students and parents should know in advance the time and the place of the activity and the expected time of completion. Parents are urged to be with their children at all school events.

Students are not permitted to enter or simply “hang out” in any building after school hours. Students found in any room or building without administrative permission or supervision will be subject to disciplinary action.

### **AFTER SCHOOL SUPERVISION/EXTENSION SERVICES**

Extension Services are provided daily as a recreation and enrichment program after normal school hours. It is an ancillary to the school program and designed only for children currently enrolled at Cathedral Academy. Fees are charged for this service and registration is required. Fee schedules and registration forms are available in the school office.

#### K4-Grade 5

Students in K4-grade 5 will be escorted to the assigned area from their classrooms at 2:45.

#### Grades 6-12

Cathedral Academy cannot be responsible for students at the end of the school day unless they are enrolled in the Extension Services Program.

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## **ACADEMIC INFORMATION, GRADUATION REQUIREMENTS, PROMOTION**

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### **LATE ASSIGNMENTS**

Students must complete **all** assignments that are missed due to excused absences. For each day of excused absence, two days (including weekends and holidays) are allowed for the completion of assignments. Failure to complete any assignment or test within the allotted time will result in a grade of “0” for that assignment or test.

At the end of a grading period, a student may receive a grade of “I” indicating that all work has not been completed and turned in to the teacher. All grades of “I” must be converted to numeric grades by the end of the first week of the next grading period. “I” grades not converted will automatically be recorded as zero. Exceptions may be granted by the Administration in extenuating circumstances.

Work missed due to an unexcused absence must be made up to the teacher’s satisfaction, but will receive a grade no higher than a 70. This rule applies if a student has an unexcused absence on the day a term/research paper or project is due.

### **ACADEMIC PROBATION**

(Grades 6-12)

Students in grades 9 - 12 must take and pass at least four (4), one unit CORE Courses or any five (5) one unit courses, each 9 week grading period. Students below grade 9 must pass four (4) subjects each 9 week grading period.

Students not meeting this standard will be placed on academic probation for the following quarter. Any student remaining on academic probation for 2 consecutive quarters may place enrollment in jeopardy.

### **ACHIEVEMENT AND ABILITY TESTING**

Nationally recognized standardized tests are administered to students and the results are used to assess students’ strengths and academic needs.

**Kindergarten 5-Grade 11** – Spring administered Terra Nova 3 Achievement Test

**Grades 2, 5 and 8** – The “In-View” Ability Test

**Grades 9-11** - Preliminary Scholastic Achievement Test (PSAT) in October, required

**Grades 11-12** - SAT and the ACT as scheduled by the College Board (collegeboard.com), required

## EXAMS (Grades 9-12)

Exams will be counted with their own weighted merit. Each nine weeks grading period will count as 40% and each semester exam grade will count as 20%. The average of the two semesters will account for the final grade. Schedules for semester exams will be communicated one week prior to the end of each semester. Semester exams are given in all academic classes and to all students in grades 6-12.

## SPRING EXAM EXEMPTIONS (Grades 9-12)

Students in grades 9-12 are eligible to exempt final exams in the spring if:

- The student has at least an A average in the subject for the year and
- The student has only had 3 excused absences in the class per semester and no unexcused absences

## HOMEWORK (K-12)

Homework is designed to be reinforcement for materials taught in class. Teachers use homework to meet essay and project requirements as well as skills practice and enrichment. Homework and class participation are both an important factor in the overall student assessment.

## CLASSIFICATION REQUIREMENTS

To be classified as a:

### Freshman - Grade 9

Complete grade 8, earn 0-3 credits

### Sophomore - Grade 10

Complete a minimum of 6 credits, including 1 English credit and 1 math credit

### Junior - Grade 11

Complete a minimum of 12 credits, including 2 English credits and 2 math credits

### Senior - Grade 12

Complete a minimum of 18 credits including 3 English credits and 3 math credits

## SENIORS

Students in grade 12 are expected to carry a normal academic load, not less than 6 classes.

## HONOR GRADUATES

High Honor – Gold Cord for GPA of 4.0+

Honor – White Cord for GPA of 3.5 to 3.99

## GRADUATION REQUIREMENTS

To graduate from Cathedral, students need a minimum of 24 credits earned in grades 8 -12 to include:

- 4 English
- 4 Math
- 3 Social Studies
- 3 Science (lab)
- 2 Foreign Language (the same language)
- 1 Physical Education
- 1 Computer
- 1 Fine Arts
- 4 Electives -  
Biblical Studies for each year of attendance

**For students to be eligible to participate in the Graduation Ceremony, they must be in good standing with the school, all fees paid, accounts cleared, and all academic work complete.**

**Community Service must be completed and accurate.**

*These requirements meet or exceed South Carolina Independent School Association (SCISA) and regional college requirements.*

The administration reserves the right to accept, reject, or reclassify credits earned at other institutions.

## GRADING SCALE

<b>Kindergarten</b>			
	E	Exceeds Expectations	
	M	Meets Expectations	
	N	Needs Improvement	
	D	Does Not Meet Expectations	
	NA	Not Applicable	
<b>Grades 1-12</b>			
<b>Subjects</b>	A	Excellent	90-100
	B	Good	80-89
	C	Average	70-79
	D	Below Avg.	60-69
	F	Poor	0-59
<b>Department</b>			
	E	Excellent	
	S	Satisfactory	
	P	Poor	
<b>Effort</b>	E	Excellent	
	S	Satisfactory	
	P	Poor	

## COLLEGE CREDIT TRANSFERS

High school credits may be earned through dual credit courses with CA Administrative pre-approval.

**Class at TTC or CSU:** If a Senior student is interested in taking a class at TTC or CSU, that is NOT offered at CA, and the class is offered off of the CA campus, the Administration will work to try to accommodate the student...allowing for travel and class time to and from the off campus site.

## ADVANCED PLACEMENT COURSES (AS AVAILABLE)

**All** students enrolled in an Advanced Placement class will take the AP test in May.

The criteria for placing students into an AP course are standardized test scores, past performance, and teacher recommendation.

## HIGH SCHOOL SCHEDULE CHANGES

Students wishing to change their class schedule must do so within 4 days of the first day of school. There must be a parent and student signature on the Class Change Form and must be in accordance with ON-TIME graduation.

## PROGRESS UPDATES AND REPORTS

Parents may be informed of student progress by checking the student's assignment books (*lower school*) and the online grade program, RenWeb (*grades 1-12*).

Lower School students' quizzes, tests, and other assigned work are sent home daily and/or weekly. This enables parents to receive continual feedback concerning the progress of their students. Parents are urged to review all work with their child.

Parents of students in grades 1-12 are encouraged to check RenWeb on a regular basis. The school aims to have updated records at the end of the school day each Monday throughout the school year.

## PROMOTION AND RETENTION

Promotion of students in grades 1-8 to the next grade level is determined by satisfactory progress and developmental readiness. If a student fails math and reading **OR** fails either math or reading and two other classes retention will be necessary.

Students may lose credit or risk being retained if they have more than ten absences per year.

Students (grades 8-12) will lose credit for any failed course(s) for the year.

Students who do not successfully complete a required course by the end of the regular school year, designated as part of promotion guidelines, may take a course from an approved school during the summer. A 10 day only extension to complete coursework for Medical Reasons may be granted by the Head of Schools. Upon satisfactory completion of the coursework, the student may be promoted.

## REPORT CARDS

Report cards are electronically transmitted one week after the end of the grading period, as listed on the school calendar. **Report cards are held if there is any balance due on the student's account.**

## TEACHER ASSISTANTS / INTERNS

It is the intent of the Academy to provide a rigorous academic program. Students need to be in academic classes as much as possible to be prepared for coursework after high school. Due to the "general class nature" of the Teacher Assistant / Intern elective, and the CA curriculum being a college prep and higher scale: students may be a TA / Intern and get credit as having taken an elective class, and there will be a grade assigned, but because it is a General Credit class, it will not factor into the overall GPA. Students should only take the TA/Intern class after all other options have been exhausted. Students may take a TA/Intern Class for two years. A third TA/Intern class will only count as an "Audit" course, with no grade assigned, but students can receive 20 Community Service hours per semester.

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## NO SURPRISE GUARANTEE

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It is our belief that if we truly partner with parents/guardians, our students will benefit from our guidance. Therefore, ALL TEACHERS are expected to communicate with parents/guardians when a student's academic performance begins to cause his/her grades to drop. This includes but is not restricted to repeated failure to turn in daily assignments, not participating in class, not turning in major projects, performing poorly on quizzes and major tests, etc. The first time a parent/guardian is made aware of a problem

or drop in academic average should come from the teacher as soon as possible. We will use various means to communicate grades to the parent/guardian including posting grades on the online grading program, sending a note home, placing a phone call, or talking directly with the parent(s). For those in grades 1-12 using RenWeb, it is expected that grades be updated each week. The administration will monitor input to assure timely and accurate reporting.

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## YEAR END AWARDS

*May include but are not limited to the following (as programs are available)*

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### ELEMENTARY SCHOOL

#### YEAR END HONOR ROLL

(Grades 1 - 5)

Students who have made all A's in all subjects every quarter are placed on the school's "A" Honor Roll for the year. Students who have made A's and B's in all subjects every quarter are placed on the A/B Honor Roll for the year.

#### PRINCIPAL'S AWARD

This award is given to one student per grade based upon:

- Character as witnessed throughout the year with a helpful attitude towards fellow students and teachers
- Academic success based upon the student's performance as measured by report cards and TerraNova Achievement Tests.

This measurement will be one that will attempt to recognize students who are working up to their capacity while pursuing excellence in all relationships - spiritual, academic, social, and physical.

#### PERFECT ATTENDANCE

Students who have zero absences from school for the entire school year and 2 or less tardies will be recognized with this award.

#### TIMOTHY AWARD

This award is given to one student in each grade who best exemplifies Jesus Christ in service above self as described in I Timothy 4:12 and Luke 10:25-30. Jesus said, "Inasmuch as you have done it unto the least of these my brothers, you have done it unto Me" (Matthew 25:40). Those students who are Good Samaritans in their daily walk at school receive this award.

Teachers will nominate students. The administration will review all nominations, seek additional information as needed and make the final determinations of award recipients.

#### DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM (TIP) QUALIFIERS (as available)

Duke University sponsors organizations that seek to identify very bright youngsters at an early age. The programs help facilitate educational opportunities for these students:

- Grades 4 and 5 TIP: Students in grades 4 and 5 must have scored at the 95th percentile or higher in a grade level qualifying subtest on the standardized achievement test in the last two years. Cathedral Academy will notify parents of those students who qualify.

## UPPER SCHOOL

### SCISA GEORGE GRICE AWARD

Students in grade eight who score at or above the 90th percentile on a reading or mathematics subtest of the TerraNova Achievement Test taken during the student's 7th or 8th grade year will be eligible for this award.

### SCISA OR ACSI COMPETITION

#### WINNERS

Applicable certificates, medals, trophies, etc.

### PERFECT ATTENDANCE

Students who have zero absences from school for the entire school year and 2 or less tardies will be recognized with this award.

### DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM (TIP)

#### QUALIFIERS (*as available*)

Duke University sponsors organizations that seek to identify very bright youngsters at an early age. The programs help facilitate educational opportunities for these students and nurture their talents through the middle and high school years.

- Grade 7 TIP: Students in grade 7 who score at or above the 95th percentile on a national standardized achievement test in the last two years are invited to participate in this program. Those students who are recognized receive the opportunity to attend summer enrichment courses at Duke University. Cathedral Academy will notify parents of those students who qualify.

### YEAR END HONOR ROLL

(Grades 6 - 8)

Students who have made all A's in all subjects every quarter are placed on the school's "A" Honor Roll for the year. Students who have made A's and B's in all subjects every quarter are placed on the A/B Honor Roll for the year.

### NATIONAL HONOR SOCIETY

### GOVERNOR'S AWARD

One junior will receive this award for demonstrating outstanding character, service, leadership, responsibility, and discipline.

### PRINCIPAL'S CUP

Awarded to one student per grade based upon:

- Character as witnessed throughout the year with a helpful attitude towards fellow students and teachers.
- Academic success based upon the student's performance as measured by report cards and TerraNova Achievement Tests.

This measurement will be one that will attempt to recognize students who are working up to their capacity while pursuing excellence in all relationships - spiritual, academic, social, and physical.

### THE GENERAL'S AWARD

This award is given to one senior who clearly demonstrates a Christian world view in his/her daily life. His/her character will reflect a positive attitude, the spirit of an over-comer, endurance when facing difficulties and Christ-likeness. The student should also be involved in at least 2 extra-curricular activities, teams, or clubs.

### JUNIOR MARSHALS

Students must attend Cathedral Academy for at least their sophomore and junior year to be considered. Six students are chosen. Other qualifications include:

- a. GPA 3.5 and above
- b. No history of discipline probation
- c. No history of academic probation

Leadership qualities (one or more)

- a. Christian testimony
- b. Chapel participation
- c. Community service hours
- d. Student government
- e. National Honor Society

### SALUTATORIAN

The senior with the second highest grade point average will be recognized as the Salutatorian of the senior class. Students must attend Cathedral Academy for at least their junior and senior year to be considered.

### **VALEDICTORIAN**

The senior with the highest grade point average in the senior class will be recognized by being named Valedictorian. Students must attend Cathedral Academy for at least their junior and senior year to be considered.

### **TIMOTHY AWARD**

Awarded to one student in each grade who best exemplifies Jesus Christ in service above self as described in I Timothy 4:12 and Luke 10:25-30. Jesus said, "*Inasmuch as you have done it unto the least of these my brothers, you have done it unto Me*"(Matthew 25:40). Those students who are Good Samaritans in their daily walk at school receive this award.

Teachers nominate students, providing anecdotal evidence supporting their nominations. The Administration Team reviews all nominations, seeking additional information as needed, and makes the final determinations of award recipients.

### **THE ATHLETIC CUP**

This award may be given on a year-to-year basis to an outstanding female and/or male athlete. The student(s) must have an exemplary season and must letter in (2) sports or be at least All State in (1) sport to be eligible.

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## **ATHLETIC DEPARTMENT GUIDELINES**

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### **STATEMENT OF PURPOSE**

Cathedral Academy is committed to the whole student – Body, Soul, and Spirit. The Athletic Department recognizes its role in this process. While a sports program necessarily focuses on physical health and agility, the Athletic Department at Cathedral Academy steadfastly holds to and reinforces vigorously the Academy Mission Statement.

### **ATHLETIC FEES**

Students that participate in athletics at Cathedral are required to pay an Athletic Fee. These fees are billed upon receipt of the roster from the coaches of the various sports. The fees go towards helping to offset the costs of the sports including coaches, field and court maintenance, jamboree and tournament entry fees, officials, and safety equipment. The cost for each participant is by sport. **Football: \$150.00**      **All others: \$100.00**

### **ATHLETIC POLICIES**

Cathedral Academy is committed to helping our students learn and grow as followers of Jesus Christ. Learning to serve and sacrifice in humility and to develop good work habits will help them grow in character, wisdom and discernment.

Athletic and physical activity is an integral part of a student's development. The Academy encourages students to participate in some form of physical activity every day. As part of Cathedral Academy's mission of developing a balanced lifestyle, Upper School students are encouraged to participate in whatever sport is in season rather than to specialize in one sport for the entire year. A student should discuss athletic participation with parents and coaches prior to embarking upon the rigorous schedule required for sporting events. Parents of student

athletes are expected to serve in all activities sponsored by the Athletic Department, including volunteering in the concession stand, at the ticket gate, or wherever parent volunteers are needed.

To be eligible for practice or participation in interscholastic athletic contests, a student must have a medical examination by a physician once every 365 days. A special form (*Cathedral Academy Athletic Form*) is available in the Athletic Office and on the school Web site. This form must be properly completed, signed, returned, and placed on file in the Athletic Office prior to the student's participation in any sport.

*All financial obligations with the school must be kept current to be considered eligible to be an active member of a CA athletic team.*

Students **are not** allowed to drive themselves to any away contests, nor are they allowed to transport fellow teammates to or from contests.

Annual Sports physicals are required for all athletes in competitive sports **prior to the first day of practice.**

Students are expected to display a proper attitude of sportsmanship toward teammates, coaches, opponents, fans, and officials regardless of winning or losing the contests.

### **PROGRAM GOALS**

The Academy maintains a program of interscholastic competition for boys and girls in grades 5-12 through our membership in SCISA Athletics. It is the goal to train student-athletes to compete. Therefore, as the coach deems the student-athlete ready, they will play them. There is however, no guarantee that each student will play an equal amount of time in every game.

As a member of a team each student will:

- receive instruction that helps develop his/her ability to compete for God's glory.
- honor team rules and guidelines
- pledge to be on time and attend practices, meeting, programs and fundraisers sponsored by the team
- pledge to dedicate themselves to the Cathedral Academy sport team for which they chose to play
- communicate to the coach, when they will not be in attendance to practices, meeting, programs and fundraisers sponsored by the team
- be disciplined and trained in leadership.
- be encouraged to promote Cathedral spirit, unity, and pride.
- be encouraged to demonstrate Christian character on and off the field of competition.
- be encouraged to abide by the Code of Conduct and Ethics of Cathedral Academy and SCISA.
- be prepared to compete for SCISA State Championships.
- be equipped to vie for NCAA, NAIA, NJCAA, and NCCAA athletic scholarships.

### **ELIGIBILITY**

Any student who wishes to participate in interscholastic athletics must meet these criteria:

1. have a current *Sports Physical Form* on file in the Athletic Office on or before the first day of practice for any sport.
2. meet academic and attendance standards set forth by Cathedral Academy and SCISA.
3. meet behavioral standards set forth by Cathedral Academy.
4. be enrolled as a student and be current on ALL financial obligations to CA.

### **CODE OF CONDUCT AND ETHICS**

It is the duty of all concerned with athletics at Cathedral Academy to consider:

#### **OUR SPEECH**

Colossians 4:6 *“Let your speech always be with grace, seasoned with salt...”*

1. Questionable language or “slang” words will not be tolerated. The student athlete will never engage in any language that can be termed “trash talking” or use profanity or questionable slang.
2. The student athlete will address the coaches and officials with respect. The student athlete will address the coach as “Coach” or “Mr., Miss, or Mrs.” and will take concerns or complaints directly to him or her. Insubordination and divisive speech or behavior will not be tolerated. The student athlete will address officials as “Sir” or “Ma’am.”
3. Never criticize the officials or coaches. These people represent the authority figure, “boss”, parent, teacher, and “Law.” Obedience to authority is not optional and is not predicated on whether or not you agree with it. All authority is God-given and disobedience to authority is disobedience to God.

## OUR RELATIONSHIPS

John 15:12 *“This is my commandment, that you love one another as I have loved you.”*

Thus we commit to:

1. Develop relationships and a good rapport with teammates and coaches. God has placed you in this situation for a purpose. You have an opportunity to develop life-long friendships. If sports become all about you, you need not participate.
2. Develop relationships and a good rapport with classmates. Do not attempt to set yourself upon a pedestal. Your classmates will not respect or support you.
3. Develop relationships and a good rapport with students from other schools. Never miss an opportunity to share Jesus Christ with others.

## OUR UNITY

I Corinthians 12:12-13 *“For as the body is one and has many members, but all the members of that one body, being many, are one body, so also is Christ. For by one Spirit we were all baptized into one body...”* Thus we strive to:

1. Develop unity within the team. *“It is amazing what can be accomplished when no one cares who gets the credit.”* John Wooden
2. Develop unity within our school family. God has called each one of us to this school. Each of us has different abilities and, therefore, different roles. Never be jealous or envious of someone else’s role. Be busy fulfilling your role.
3. Develop unity within the Kingdom. We must establish our philosophy with other schools in order for our ultimate purpose to be met – to further the Kingdom of God. It will take other Christian schools being successful. Pray for them as you pray for Cathedral Academy.

## OUR MOTIVES

I Corinthians 10:31 *“...do all to the Glory of God.”*

1. Be motivated by the love of God. Athletes must live for Him because He died for us.
  2. Strive for victory in order to glorify God. Athletics is just a means to an end and not an end unto itself.
  3. Demonstrating Christ in our lives by abiding by the rules of the game in letter and in spirit. Tactics that promote unfair “gamesmanship” will not be tolerated.
  4. Committed to excellence. All areas – faith, practice, academics, and game preparation must reflect a commitment to excellence.
- 5. Play and act like a CHAMPION!**

## OUR BEHAVIOR

I John 2:6 *“He who says he abides in Him ought himself also to walk just as He walked.”* Thus our obligation is that:

1. The athlete will maintain a good reputation. The athlete’s character must be in good standing with the administration, faculty, staff, and church.
2. The athlete will meet all eligibility requirements.
3. The athlete will know and understand all requirements. The athlete must know all of the expectations of their team and will follow them both in action and in spirit.
4. The athlete will show respect for all coaches, trainers and all staff personnel. This includes the game plans, methods, and philosophies.
5. The athlete will show respect for their teammates. The athlete must respect the seriousness of their commitment by attending all practices, meetings, and games as prescribed at the beginning of the season and by working together to accomplish a common goal. Help to hold your teammates accountable for their actions.
6. The athlete will maintain a high standard of appearance. Both in and out of the arena the athlete must adhere to the strictest interpretations of the school dress code and the team dress and uniform code.
7. The athlete will demonstrate Christ-like character. It is expected that both in and out of the arena respect will be shown in speech and actions for game officials,

- opponents, and all those associated with our opponents.
8. The athlete will never engage in fighting. The athlete must maintain self-control at all times. Unsportsmanlike conduct penalties will not be tolerated and will be penalized. Penalties include, but are not limited to, suspensions or dismissal from the team.
  9. The athlete will know and understand our philosophy. The athletes must respect the eternal effects of their speech and actions as they represent themselves, their families, their school, their church, and ultimately their Lord and Savior, Jesus Christ.

### **SCISA Code of Conduct**

#### Article XIII – Section 1:

**PHILOSOPHY:** The South Carolina Independent School Association believes that interscholastic athletics are an integral part of the total educational program. High standards of behavior, scholarship, and citizenship are important to a sound athletic program. Students volunteering to participate in athletics must assume the responsibilities of this privilege and are required to meet these expectations. Moreover, adults shall be models of good sportsmanship and will lead by example by demonstrating fairness, respect, and self-control. Athletes, coaches, officials, and fans shall at all times conduct themselves in a reasonable and sportsmanlike manner. Each person will be responsible for his/her words and actions at all SCISA athletic events and will need to follow the standard set by the Code of Conduct.

### **SCISA Eligibility Rules: Student**

#### Article VI – Section 1:

##### **ACADEMIC REQUIREMENTS:**

##### **ACADEMIC ACHIEVEMENT IS A PREREQUISITE TO PARTICIPATION.**

- A. A student in grades 9-12 must take and pass at least four (4), one unit CORE Courses or any five (5) one unit courses, each grading period (6/9/12 week) or semester to be eligible. Students below the 9th grade must pass four (4) subjects each grading period/semester. A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester. *Note: A student must have earned 4 core units or any 5 units of credit to be declared eligible at the start of a school year. Also, courses taken during the school year by the "Home School" method are not eligible for athletic eligibility determination. "Virtual school" course will be considered on a case by case basis and must receive prior approval.*
- B. Any student who did not receive credit for at least one-half of all courses taken the previous school year cannot be declared eligible until after the successful completion of the 1st semester. A Maximum of Two Credits earned during summer sessions may be accepted from an accredited school with an established summer school program.
- C. A student may use college credit courses for eligibility purposes provided the student has met or is meeting all requirements for graduation. A maximum of One (1) Correspondence Course per school year may be used for eligibility purposes.
- D. A One Credit Course is a course taken for 36 weeks, one period each day for a minimum of 45 minutes. A course taken each day as above for 18 weeks would be a half credit which when combined with another half credit course would be the equivalent of a one credit course. A course taken for 36 weeks but only three, 45 minute periods each week would not be a one credit course. *Note: A One Credit Course taken for 18 weeks, shall meet for one period each day for a minimum of 90 minutes. Dual Credit Courses are treated as one half of a Carnegie unit.*
- E. Core Courses: Those courses in English, Mathematics, Science, Social Studies, Computer Science and Foreign Language that are recommended by the Commission on Higher Education and are common to SCISA schools.
- F. Eligibility is to be declared on the fourth (4th) school day after the end of the marking period. A student shall become eligible or ineligible at 12:01 AM on the fourth school day after the end of the marking period. *Example 1:* The marking period ends on Friday. Student X becomes eligible or ineligible at 12:01 AM on Thursday. *Example 2:* The marking period ends on a Monday and Tuesday is a holiday for students. Student Y becomes eligible or ineligible at 12:01 AM on the following Monday.

Article VI – Section V:

**STUDENT ELIGIBILITY BELOW GRADE 9**

- A. Students below the 9<sup>th</sup> grade must pass four (4) subjects each grading period/semester to be eligible for the next grading period.
- B. A student must have passed the previous school year to be eligible for athletic participation the first grading period.
- C. A student who repeats a grade below the ninth grade after having passed that grade would not be eligible during the year that is repeated. A waiver may be considered following the presentation of appropriate academic documentation detailing the school’s recommendation for repeating the grade.
- D. All students must comply with the age requirements and grade level restrictions for each level of competition.

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Sources consulted:

Prestonwood Christian Academy, Plano, TX

ACSI, 731 Chapel Hills Drive Colorado Springs, CO 80920-1027

SCISA, Orangeburg, SC 29116

*Clearly communicated expectations form the basis for a student's success as s/he engages productively in the classroom and in the community at large. These expectations also provide parents with the necessary insights to partner with the school in a positive manner to encourage their child in success-building attitudes and actions. Positive expectations provide the foundation for measurable outcomes.*

### **Student Expectations**

Students and parents need to be keenly aware of these expectations. Our discipline system becomes engaged when students fail to comply with one or more of these 15 expectations:

Students are expected to –

1. Sit at their own desks
2. Work independently and neatly
3. Participate in class
4. Be prepared for each lesson
5. Complete homework assignments
6. Obey each instruction the first time
7. Try their very best
8. Respond to their teachers promptly, positively and with respect
9. Treat fellow students with respect and restraint
10. Be on time
11. Be present daily
12. Be dressed to code daily
13. Obey the school rules and follow the school policies
14. Be a positive reflection of Cathedral Academy in the community
15. Engage in the community and in Christian service

### **CODE OF CONDUCT: 24/7/365**

Students are expected to represent Cathedral Academy in a positive manner and uphold the school's seven core values even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Code of Conduct or draws attention to CA in a negative manner which will result in disciplinary action or a student's dismissal from the school.

## DISCIPLINE

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. Cathedral Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the administration.

### **STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT CA'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL.**

#### **General Guidelines**

School personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees, or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case.

Factors to consider shall include:

- a. The seriousness of the offense;
  - b. The student's age;
  - c. The frequency of misconduct;
  - d. The student's attitude; and
  - e. The potential effect of the misconduct on the school environment.
3. In the ideal structure of Kingdom Education, the home, the church, and the school work together in a cooperative manner to fully educate and train students. Cooperation between these three groups must be evident to fully develop the character of the student, and promote behavior consistent with Biblical worldview. Whenever the student behavior problems arise, there can be the temptation to focus on the disciplinary process rather than the actual problem. The goal of discipline is to correct and train students, while protecting the overall safety and educational environment of CA.

During the course of investigating actions and events concerning possible student incidents,

the School may seek to question students alone or in groups. Administrators have full discretion in the questioning of students, and in the evaluation of events many conduct their investigation without parental notification or attendance. The administration will strive to adapt individual discipline procedures and processes to the needs of the student, and communicate expectations and findings to parents in a timely manner.

Attending CA is a privilege that is extended on the condition that students and parents accept and support school policies. The School, in its sole discretion, will make the final determination of whether there has been a violation of the School's Student Code of Conduct. If a student is suspended, expelled, or withdrawn due to disciplinary actions, there will be no refund of tuition or waiver of financial obligations.

Students violating the student Code of Conduct outside of the school campus or in school activities will be subject to disciplinary action. Just as the family has rules to help children learn to get along with parents, brothers, sisters, and others, our school has expectations for orderly daily operation in a setting with many students and activities. The following are rules by which CA students agree to abide:

#### **Minor Infractions**

The following is a non-comprehensive list of minor infractions:

1. Chewing gum while on school premises.

2. Radios, recorders, tape/CD/DVD players, iTouch type devices, toys, electronic games or devices (including cell phones and cameras), posters and playing/trading cards are subject to confiscation by school personnel. No electronic devices that connect to the internet or take pictures are allowed in Lower school. Cell phones must also be turned off and put away in backpacks and are only allowed to be used if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics, videos and depictions and appropriate disciplinary actions may result from inappropriate material or use.
  3. Failure to comply with the CA dress code.
  4. Failure to obey playground rules given by teachers.
  5. Failure to follow the instructions of school adults and students who serve as carpool safety supervisors.
  6. Use of chalkboards, marker boards, or other school equipment without a teacher's permission.
  7. Failure to act in a quiet and orderly fashion while in hallways, restrooms and during carpool.
  8. Failure to refrain from behavior that inhibits learning in classroom situations.
- will result in disciplinary action. Disrespectful behavior towards authority will not be tolerated.
  3. Bullying: Threatening, intimidating, use of ridicule or causing bodily harm to any person will result in certain disciplinary action.
  4. Cheating: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery.
  5. Drug Use/Substance Abuse: The possession, use, distribution of illegal drugs, controlled substances, alcohol, tobacco product(s), electronic cigarettes, and/or misuse of over-the-counter drugs is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. CA is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and or distribution of illegal drugs or a controlled substance on its campus.
  6. Electronic Device or Medium: A repeated misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of CA administration.
  7. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored

### **Major Infractions**

The following is a non-comprehensive list of major infractions that may result in suspension or immediate separation from the school:

1. Use of Abusive or Profane Language and Disrespect: Using abusive or profane language and showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary action.
2. Disruptive/Disrespectful Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and

- activity. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense.
8. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses.
  9. Gambling: Card playing for the purpose of gambling, or any other form of gambling, is forbidden.
  10. Immorality: Students are expected to maintain moral purity as is outlined in God's Word. Physical conduct and or contact of a sexual nature, verbal abuse of a sexual nature, sexual innuendoes and gestures, or other serious sexual misconduct are major infractions. Pregnancy or the causing of pregnancy, computer/internet use for immoral purposes or other serious moral misconduct are also considered serious offenses.
  11. Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
  12. Truancy: Missing school without parent or teacher permission is truancy. The penalty for truancy is a zero for all work missed, plus possible suspension or expulsion from the school. Students must obtain permission before leaving a classroom.
  13. Vandalism: Destruction or defacing of property belonging to the school, COP, or others, including textbooks, PE uniforms, etc. will result in disciplinary action as well as assessing compensatory damages.
  14. Possession of Weapons: The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons.
  15. Repeated violation of minor infraction will be considered a major infraction.

### **Discipline Method**

This process will normally follow specific steps as described below:

- The teacher is the first line of authority on addressing behavior requiring discipline. If the behavior continues, a parent will be contacted.
- If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator

will become involved. At this time a phone call or conference with the parents, administrator and/or teacher and child will be held to implement a plan of action to resolve the situation.

- Discipline referrals will be given to the student and a copy will be sent to the parent

## **Middle and High School Consequences**

### **Detention**

Detentions may be given by teachers and the administration when students fail to comply with school regulations and may be given before or after school or during lunch. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action.

### **Disciplinary Probation**

Students who accumulate a series of minor infractions or are guilty of a major infraction will be subject to disciplinary probation - see listing of infractions above. While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and

participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. In some cases administration can develop a behavior contract between the school, student, and parent. Students who do not meet the criteria will be required to withdraw from school.

### **Suspension**

A student may be suspended from school following parent communication. Specific changes in attitudes and actions will be expected prior to readmission. A re-admission parent/ administrator conference is necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school. Re-admitted students will be placed on disciplinary probation upon their return to CA. An administrator has the authority at all times to suspend a student for any violation of a school rule. The length of suspension will be one to five days as determined by the administrator.

There are two types of suspensions:

**In-School Suspension:** Students who violate a major school rule may be assigned in-school suspension. While excluded from participating in regular classes, students are able to complete class work in school.

**Out-Of-School Suspension:** This is for a designated period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up.

### **Restoration**

It is always CA's intention to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, some or all of the following guidelines will govern the readmission of suspended students.

At the beginning of the suspension period, CA staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.

- Notify the student's teachers of the suspension term.
- At the end of the suspension period, CA administration will:
- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the CA community. Explain that the student is on disciplinary probation and its ramifications, if applicable. Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves. Staff will encourage the student prior to and/or after re-admission to ease the discomfort /embarrassment of the student.

### **Expulsion**

Attendance at CA is a privilege. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of CA will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

### **Readmission**

The Academy reserves the right to deny readmission to any student whose actions demonstrate that it is in the Academy's best interest to not allow readmission. The request for readmission should be in writing to the Head of Schools. Restoration at a Christian school is always a difficult matter. Students who have been dismissed from CA or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student has been dismissed or asked to withdraw, been given due consideration, and desires reinstatement, the student must wait one full semester before reapplying. During that time, the student must be involved in a program of church attendance

and youth group involvement as well as student, parent, and group counseling. During the restoration period, academics must continue at another school or home school. Upon completion of the reinstatement restoration program, recommendations by the student's pastor, youth pastor, and school designated counselors will be considered by the respective principal and administrative staff to determine the student's reinstatement. Students returning will be on Disciplinary Probation for one year.

Any student dismissed from the Academy, or allowed to withdraw, will not be allowed to apply for readmission until the next school year or after a minimum of one full semester. Requests for re-admission should be made in writing to the Head of Schools. The Academy reserves the right to deny re-admission.

### **Continued Enrollment:**

The Academy reserves the right to deny continued enrollment to any student whose actions and/or attitudes demonstrate that it is not in the best interest to allow reenrollment. Students who have demonstrated through progress reports and poor attitude a lack of interest in being at CA will be interviewed by the administration. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. After this interview, a conference with parents will be scheduled. Students may be placed on Disciplinary Probation with enrollment for the following year withheld until a review of the student's progress has been evaluated.

### **DRUGS AND ALCOHOL**

Cathedral Academy believes the using, buying, selling, or other transfer of illegal drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at CA. Although consumption is an expulsion offense, individual situations will be evaluated on a case-by-case, with an attempt to find the best solution for the individual and the student body as a whole. Situations that warrant restoration, in the sole

opinion of the administration, will be given due consideration.

### **Athletes**

Drug testing may be requested for all athletes as part of the Athletic Participation process. The cost for the drug test is the responsibility of the family. *If the parents and/or student refuse, then the student's privilege to attend the Academy will be revoked.*

### **General Student Body – Grades 7-12**

The administration of the Academy reserves the right (in the interest of safety for that student or any other student) to conduct random drug testing of any student in grades 7-12 at the school's expense. *If the parents and/or student refuse, then the student's privilege to attend the Academy will be revoked.*

### **GUNS AND WEAPONS**

Cathedral Academy does not allow guns, knives, weapons, or their facsimiles on campus. Violation of this policy will result in the dismissal immediately of the participating student or students with the exception of facsimiles which may result in suspension or dismissal at the discretion of the administration.

### **SEARCH AND SEIZURE**

To maintain order and discipline in the Academy and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search.

- **Personal Searches:** A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings is warranted (in the interest of

safety for that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the Academy to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend this Academy will be revoked. In certain cases, law enforcement may be called for assistance.

- **Locker Searches:** Student lockers are Academy property and remain at all times under the control of the Academy; however, students are expected to assume full responsibility for the security of their lockers. The Academy exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by Academy officials.

Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers are conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.

- **Automobile Searches:** Students are permitted to park on Academy premises as a matter of privilege, not a right. The Academy retains authority to conduct

routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.

- **Seizure of Illegal Materials:** If a search yields illegal or contraband materials, such findings may be turned over to the authorities.

#### **DISCIPLINE RECORD/ PERMANENT FILES**

This form is utilized for suspension and dismissal offenses only. A copy is placed in the student's discipline file and the event is recorded in RenWeb for the current year.

#### **LAPTOPS AND PORTABLE DEVICES**

Students may use Laptops or Portable Devices for the purposes of taking notes, etc. in the Middle and High School classes if, prior to the use: (1) the student has permission from the teacher(s), (2) the teacher sends an email to the Head of Schools granting permission in his/her class, (3) The Laptop is not used to connect to the Internet/Wi-Fi using the school or campus wired or wireless service. Phones that have multiple functions for connecting to the Internet/Wi-Fi are not permitted.

#### **CHEATING AND PLAGIARISM POLICY**

Once it is confirmed that a student cheated or plagiarized on an assignment, quiz, test, exam, or project, the following discipline path will be followed:

1. The teacher will exercise a reasonable effort to communicate with the parents.

2. The cheating/plagiarizing student will receive a grade of "0" for the assignment, quiz, test, exam, or project.
3. A student who knowingly plagiarizes or enables the cheating or plagiarizing student will be subject to administrative review for disciplinary action.

*The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, at their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.*

### **STUDENT DIGNITY POLICY**

Cathedral Academy intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics or disability, robs that person of their dignity and is not permitted.

Cathedral Academy does not condone or allow harassment of others, whether engaged in by students, employees or other family members who may be present.

Any student who is determined to have violated this policy will be subject to corrective action and discipline, and may include expulsion.

### **STUDENT DRIVERS**

Students must park in designated student parking area. All student drivers must sign a *Student Driver Contract*. Student drivers are not permitted to leave campus during the school day for lunch (except for Senior Lunch). If absolutely necessary, student drivers may leave campus for a medical appointment with prior written permission from parents or a signature by Fax or email from their parent or guardian. **Students must sign out in the school office before leaving and sign in upon returning.**

Cars are off limits during the school day. Students should not go to their car between classes for any reason without permission of the administration. Eating lunch in the car is prohibited.

### **STUDENT INSURANCE**

In the event of a school-related injury, Cathedral Academy carries secondary insurance on each student. It is required that families carry a primary insurance policy on their children. Parents should file a claim with their primary insurance company first.

Immediately contact the school office for the necessary forms to file with the secondary insurance company.

### **STUDENT LOCKERS**

Lockers are school property and are assigned to students. Lockers are to be used exclusively by the assigned student and maintained accordingly. No personal locks may be used.

Lockers are school property and may be opened at the Administration's discretion. Damage to any school property is not allowed. Fees may be charged for any damaged lockers.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection between male and female students, as "boyfriends or girlfriends," are not allowed.

### **SENIOR TRIP**

To be eligible for the annual Senior Trip, students: (1) must be in good standing with the school and not have more than one suspension day from school; (2) can have no more than three office referrals for disciplinary reasons; (3) must participate in Senior Trip Fund-raisers; (4) must complete required Community Service Hours; (5) ***must be paid in full before the Senior Trip.*** It is best to pay as per schedule. Once the deadline for final commitment passes, there will be a \$75.00 service fee to add a student to the trip.

### **SENIOR PRIVILEGES**

The Senior Privileges are just that: Privileges. These are granted by the Administration, but **ARE NOT RIGHTS** of the students. Seniors may be allowed to leave for lunch on designated days and in accordance with guidelines. Purchasing lunches for other students while off campus is prohibited and will result in the senior losing off-campus lunch privileges for 9 weeks per offense. Seniors are not allowed to drive another student to lunch or eat lunch in the car on campus.

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## Understanding the Parental Commitment

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Parents of Cathedral Academy students should understand that acceptance is granted on a general probationary status for the first quarter. Cathedral Academy offers a college preparatory curriculum focusing on higher academic standards, and is committed to maintaining the academic integrity of our programs. Further, the Academy is not able to provide ancillary services to meet the needs of students with learning or behavioral issues.

Parents agree that they will in no case complain to other parents, but will register only necessary complaints with the teacher or administration following the Matthew 18 principle. They pledge their full cooperation to keep doctrinal controversy out of the school and agree to abide by established policies. Parents agree to support the school with their prayers and positive attitude. They further understand that if at any time the school determines, in its sole discretion, that their actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the withdrawal of their child(ren).

Cathedral Academy reserves the right to dismiss a student for lack of cooperation on the part of the student, parent and/or guardian. The school has the right to request the withdrawal of students in the event that the parents no longer support the principles and practices of the school.

Admission to Cathedral Academy is a privilege and not a right. It is a privilege granted with the understanding that students will desire to live as Bible-believing, consecrated Christians. Conduct exemplary of developing young Christians is expected. Drinking alcoholic beverages, using marijuana or other illegal drugs, smoking or using any tobacco products, profanity, disrespect for authority or property, improper sexual behavior and abuse of others are prohibited.

This applies to school and non-school related social activities where unacceptable behavior would have an adverse effect on the testimony of the school. Cathedral Academy families also commit to the principle of the sanctity of marriage between a man and a woman.

### **PARENTAL CONCERNS**

Even in the best of schools there will be situations that lead to disagreements among parents and school officials. It is of utmost importance that these issues be handled in a spirit of cooperation and grace. From Matthew 18, Jesus gives us the model for resolving conflict. Parents, staff members, and students are enjoined to follow this procedure. The temptation to talk to people not involved in the situation is great, but it is not God's way.

Parent concerns need to be directed through the proper channels:

1. All concerns will be handled in accordance with the principles set forth in the Gospel of Matthew, Chapter 18.
2. All persons are to deal with the situation at its source. This usually means initially speaking privately with the particular teacher or appropriate school staff member in a constructive and supportive attempt to obtain clarification or resolution.
3. If, after genuine and earnest attempts have been made and clarification or resolution has not been satisfactorily reached, then:
  - a. The person proceeds to the next level of authority. This generally means speaking to the appropriate administrator. Nearly all matters can be resolved at that level. Every effort should be made to resolve issues quickly at the lowest level possible. The Head of Schools may be seen if reasonable resolutions fail and/or if communications break down. Since the Board of Directors form the policies from which the Head of Schools operates, the Head of Schools may not waive any of the Policies.
  - b. The Head of Schools may require that the matter in question be reduced to writing prior to considering the matter.

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## TEXTBOOK CARE

Textbooks are the property of the school. We realize that average wear and tear on books happens. A book fine may be assessed at the end of the school year for excessive damage or excessive wear and tear. Final report cards/transcripts will be held until book fines are paid.

A schedule of fines is listed below:

<u>Type of Damage</u>	<u>Hardback Books</u>	<u>Softback Books</u>
Worn edges of cover	\$10.00	\$2.00
Broken back	\$15.00	N/A
Damaged or marked cover	\$15.00	\$7.50
Missing or torn cover	replace book	replace book
Excessive writing in book	replace book	replace book
Minimal writing in book	\$5.00 - \$15.00	\$2.50 - \$7.50
Torn/missing pages	replace book	replace book
Moisture damage	replace book	replace book
Lost book	replace book	replace book
Miscellaneous	\$1.00 - \$10.00	\$1.00 - \$5.00

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## STUDENT OPPORTUNITIES

### COMMUNITY SERVICE

One of Cathedral Academy's primary goals is to prepare students for a life of service to Christ and their community. Therefore, we believe that students should be involved in serving their communities while they are students.

- Grades 9-12 students are required to provide 12 hours of community service per academic school year session. Students may select from a variety of activities.
- Middle school students can begin working on their graduation cords and are eligible to count up to 12 Community Service Hours per year of Middle School toward their totals, but still must meet the minimum per year in high school.

Some examples of community service projects are: church ministry worker, assisted living visitations, children's hospital visitation, food drives, etc. Summer hours can be counted toward a total Service Record, but are not counted as a part of 12 hours required.

Up to 5 hours may be completed during Christmas or Spring break. All community

service hours must be pre-approved. Completed sheets must be turned in no later than seven (7) days after a project's completion or within seven (7) days of returning from allowed holidays.

**A student new to CA in their senior year must complete at least 15 hours.**

### NATIONAL HONOR SOCIETY

National Honor Society (NHS) is a nationwide organization that recognizes excellence in leadership, scholarship, character, and service among high school students. Students in grades 10 and 11 (rising juniors and seniors) are eligible to participate in the induction process. The induction ceremony takes place in the spring of each school year. To qualify for Cathedral Academy's chapter, students must have an overall GPA of 3.75 and have a clean disciplinary record. Students will be required to provide evidence of participation and citizenship on campus and in the community. Interested students will complete an application, obtain two teacher recommendations, and participate in a private interview. If inducted, students are expected

to maintain their GPA and fulfill the service requirements of the NHS. There is no fee for joining NHS and the school will notify eligible students during the spring semester.

### **STUDENT LEADERSHIP COUNCIL (GR.9-12)**

Student Leadership Council (SLC) is operated by a prefect system. A prefect is a student leader selected from the 9<sup>th</sup> - 12<sup>th</sup> grade classes who possesses a high degree of commitment to Cathedral Academy's values and ideals. Prefects are selected by a faculty committee that has been elected by the rising 9<sup>th</sup>– 12<sup>th</sup> grade classes. Each Prefect has a faculty or staff mentor who has been chosen by the

administration to work with him/her. A prefect will be responsible for overseeing the work in their particular areas throughout the year, and also forming a committee of students from each grade to assist in the management of their office. The prefect offices that will be held for the 2014-2015 school year are the following: Head, Spiritual Life, Admissions, and Service. Students who wish to be involved with SLC must submit an application including their parent's signature representing support of their pursuit of becoming a Prefect.

### **DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM (TIP)**

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## FOREIGN EXCHANGE STUDENTS

Students from other countries on temporary visas are eligible to attend school at Cathedral Academy provided they meet all enrollment requirements including enrollment fees and tuition, and the host family agrees to abide by all of the policies and regulations of the school. Host agencies are to check with the school prior to inviting a student to the school. In the event that a class capacity is reached, permanent resident students or church family students would have first priority for attendance.

Exchange students must have completed all of the necessary immigration forms before the student can register. Exchange students should be authorized through a licensed Foreign Exchange Program. The school is not certified to issue Form I-20. Completed forms should be received at the school for review by the Head of Schools for approval.

Exchange students are eligible to attend Cathedral Academy for experiential purposes. Exchange students will have all rights, privileges, and responsibilities granted to resident students regarding attendance, academic standards, behavior, academic grading, and participation in clubs and school activities. Participation in school sponsored sports will be approved pending Exchange students meeting the criteria of the South Carolina Independent Schools Association. Exchange students are not eligible for the Salutatorian or Valedictorian honors, nor are they eligible to receive a High School Diploma or participate in Graduation Ceremonies or programs, including being eligible as a Junior Marshals.

No school funds will be used to fund participation in athletics, lunches or other activities for Exchange students.

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## WITHDRAWALS

When a student withdraws from Cathedral Academy, a parent must complete the **Withdrawal Form**. School records will be released after the school receives the completed withdrawal form and all financial and other obligations to Cathedral Academy have been fulfilled. All books and other materials belonging to the school must be returned before the student will officially be

withdrawn. An exit interview may be requested.

*Cathedral Academy plans and budgets for the entire school year; therefore, no refunds of any fees or tuition will be given at any point of withdrawal unless a job transfer moves the family or the student is asked to leave the school by the Head of Schools or the School Board.*